Instructions for presenters:

Oral presentation

- **Use of your own PC or conference PC:**
  - The use of your own laptop including MAC is encouraged for your talk. But please check the connection at Reception at least one day before your talk. Please note that you need to bring an adaptor to connect to the HDMI port of the conference projector (i.e., no direct connection by USB-C, VGA, Mini DisplayPort etc).

  - Alternatively, you can use the meeting laptop (PC with Office 365) for your talk. For this, you are encouraged to send your talk file to <ismom2024-talk@ml.affrc.go.jp> by Oct 13th (Japan Time) esp. for the speakers of Oct 15th. If your file has to be large (e.g., >10MB), let us know.

  - You can bring your talk file in a USB Flash drive (memory stick) but make sure to copy the file to the conference PC at least one day before your talk.

- **Checking connection:**
  - Check the connection of your PC to the projector at least one day before your presentation (For Oct 15th presentations, please check between 16:00-19:00 on Oct 14th during Reception). Ask for assistance at Reception.

- **File type:**
  - The presentation should be made in PowerPoint or PDF with standard format (4:3 aspect ratio). With 16:9 format, your slides will be much smaller on the screen in the conference room.

- **Duration of your talk:**
  - Your talk should be no longer than 15 min, leaving at least an additional 8 min for questions for general talks and 30 min + 8 min for keynote contributions. The time will be strictly controlled. One ring bell is given 10 min (general talk) and 20 min (keynote) after the start of the talks.

Poster presentation:

  - Please check the new "poster presentation list" (Oct 9th updated) as we made some changes in the poster assignment to the six sessions.
  - Note that the date of oral session and that of poster core time don't exactly match.

- **Poster panel size:**
  - The size of the poster panel is 210 cm (height) x 90 cm (width)

- **When to attach & remove your poster:**
  - You can attach your poster as early as possible (i.e. 17:00-20:00 during the Reception on Oct 14 evening) and keep it posted until Oct 17th.
  - All posters should be removed by the end of poster session on Oct 17th.
  - At the reception, we will inform you of the location number of your poster. We provide pins/tapes.

- **Core time for each session:**
- Session 1 & 2:   Oct 15th Tues (16:00-17:30+)
- Session 3:   Oct 16th Wed (13:30-14:30)
- Session 4 & 5:   Oct 17th Thurs (16:35-18:00+)

We plan to serve some drinks & snacks as "binding" and "stimulation" agents!